



GO LIVE! CLIPs!

(Everything You've Always Wanted to Know About When, Where and How!)

From the very introduction of the New Jersey HAVA State Plan, county election officials and the hardworking staffers who support them have wanted to know exactly when the new Statewide Voter Registration System was going to be up and running, and completely ready for use. We've come to call that the "Go Live" date.

Tentative dates have been mentioned in various previous communications and meetings. After working through all the various scheduling elements that had to come together, like hardware delivery, software installation, availability of training facilities, New Jersey-specific training materials production, election day, election certification deadlines, state holidays and so many other things, the following Go Live schedule is now operative. The only reason this schedule would change would be for unforeseen problems such as delayed hardware delivery or some other serious matter that can't be anticipated now.

This information was also presented at the JAD Session at Quakerbridge on July 12th. That complete presentation is now posted on the SVRS website under "News You Can Use."

GO LIVE DATES

10/3/05	10/10/05	11/23/05	12/2/05	12/12/05	12/16/05
** Pilot 1 **	** Pilot 2 **	Group A	Group B	Group C	Group D
Gloucester	Essex	Atlantic	Camden	Morris	Bergen
Mercer	Middlesex	Cape May	Monmouth	Somerset	Burlington
Ocean	Union	Cumberland	Sussex	Warren	Hunterdon
		Hudson			Passaic
		Salem			

CLIPs: Your County has just received its CLIP. This is a term you will get very familiar with over the next several weeks. It means **County Level Implementation Plan**. This is the document you've been asking for, for a long time. It is the schedule specific to YOUR County, with all the significant implementation events on one, easy-to-read list.

CLIPs list the actual dates for Data Conversion activities, Hardware/Software/Network Installation, and Track One and Track Two User Training Class Dates and Locations.

It is important that you read through your CLIP right away to become familiar with the plan for your County. CLIPs will be updated when necessary, and will be available on the website.

-- Mike Gallagher (HAVA Project Manager)



Special thanks to the following people, who have been generous with their time and ideas for making the SVRS more fully functional and user-friendly! :

Christine Napolitano – Bergen County, for her work with the State/Covansys Team on gap analysis and business requirements development.

Laura Freytes and Ken Hirmann – Passaic County, for their diligent assistance with data conversion and training facility issues.

Mary Elizabeth Lougheed – Camden County, for bringing to our attention many IT issues that need to be addressed for the benefit of all counties.

Joanne Armbruster – Atlantic County, for contributing her wealth of knowledge and experience to all phases of the New Jersey HAVA State Plan implementation, particularly the SVRS.

What's Happening With ...

... **Hardware, Software and Environment?**

- The production server environment in Middletown, Connecticut has been successfully installed and tested. This is the hosting location for the SVRS application, where the statewide database will reside.
- Servers are currently being installed in Farmington Hills, Michigan, and should be completed no later than August 10th. These servers will make up the testing and training environments, and would also be used as a backup in the case of a major disaster to the primary site in Connecticut.
- The PC image is being prepared. This image is a script that will be run by Dell on each new PC, and it will install all of the selected software (ex. MS Office, antivirus, printer and scanner drivers) that is needed on each PC, before the PCs are shipped for installation in each office.
- The order for the county servers has been placed with the manufacturer.
- Ordering for all the end user equipment (PCs, printers, scanners, barcode readers) has begun.

... **Conversion?**

- The second pull of data has been received from the six Pilot counties, and the conversion team is currently processing that data. Exception reports for these six pulls should be available in eHarbor by August 10th.
- Pull 2 for the remaining counties began July 29 for a few counties, and will continue through September. The sequence of the second pulls will be in line with the Go Live dates, and the data providers in each county will be notified by the conversion team when they are ready to receive Pull 2.
- The conversion team is currently determining the most effective solution to converting each county's address data. After initial review of the quality of New Jersey address data, the conversion team has concluded that, in most cases, the county's own address library can be used for the conversion of the address data in lieu of using USPS. The conversion team is working with each county to determine which method is the best.
- As a reminder to all counties, the exception reports in eHarbor are produced in Microsoft Excel, which allows for flexible manipulation of the reports to aid in data cleanup. They can easily be sorted by any of the columns, and can also be filtered to include only certain rows. In addition, any of the columns can be hidden so they will not print.

Approach to Training Schedules

The Change Management Team has completed its preliminary visits to all county offices to expand awareness of county officials about Track One and Track Two training, and to confirm the number of potential trainees. From your input we developed the following approach, so here goes...

Basic Computer Skills (Track One):

Basic Computer Skills training will be offered prior to Track Two or Functional Training because having basic computer skills is essential for getting trained on the new SVRS system. The schedule for Basic Training has been synchronized with the deployment of hardware in each county. This was primarily done to ensure that the trainees have PCs to enhance their level of comfort and familiarity with basic computer usage, in short, they must practice!

In order to determine the number of potential trainees for basic training in each county we started by individually evaluating each basic skills survey to determine who needs basic skills training. The total number of individuals requiring Track One training in each county was determined by survey results and by direction from county election officials.

The counties were then grouped based on factors such as geographical proximity and number of potential trainees to maintain effective class sizes. These are the groups:

- Mercer, Gloucester, Middlesex and Union
- Ocean
- Essex and Hudson
- Atlantic, Cape May and Cumberland
- Monmouth
- Burlington, Camden and Salem
- Hunterdon, Morris, Somerset, Sussex and Warren
- Bergen and Passaic

The SVRS System Functional Training (Track Two):

In our experience training is most effective when the trainees get an opportunity to immediately apply their newly acquired skills. Therefore, our starting point for scheduling Track Two training was the Go Live date for each county. So the Track Two training dates are almost always within a week prior to the Go Live date for each county. We looked at the number of potential trainees for Track Two training within each county and these numbers were confirmed with election officials during the county visits. The next step was to identify an appropriate training location, in the vicinity of the county office(s), preferably with internet enabled PCs for at least 15 users. **John Smith**, Covansys' training manager, is currently in the process of finalizing training locations with the help of county election officials. The number of training days offered in a particular county was simply calculated by dividing the number of potential trainees in that county by 15. If 40 people need to be trained we would offer 3 days of training. We feel that the value of training diminishes as the class size grows, mainly because more individualized attention from the trainer is possible with fewer students. Hence we tried not to exceed a class size of 15 users per class. In order to most effectively use the trainers, we logically grouped the following counties to be trained together:

- Atlantic, Cape May and Cumberland
- Somerset and Warren

Those counties not in the above groups would receive training at a location in their respective counties.

We realize that the election in early November will keep the county officials busy, so no training was scheduled in the latter half of October and first half of November. Because Thanksgiving is on 11/24, we did not schedule any training in that week at all.

S T A T U S U P D A T E

2005

2006

2007

Mar Apr May Jun Jul Aug Sep Oct Nov Dec Jan Feb Mar Apr May Jun Jul Aug Sep Oct Nov Dec Jan Feb

03/01 – 4/15 Phase 1 – Project Initiation Phase

- ✓ Project Kickoff Meeting – complete 03/09
- ✓ Detailed Project Planning – complete 3/14
- ✓ ElectionNet Demo – complete 3/16

03/09 – 6/03 Phase 2 – Business Needs Assessment / Gap Analysis

- ✓ JAD Sessions – complete 4/15
- ✓ Requirements Documents Accepted – complete 6/3
- ✓ Initial site surveys & site visits – complete 5/12

05/03 – 8/19 Phase 3 – Design and Implementation Planning

- ✓ Technical architectures & database design – complete 8/3
- ✓ Pilot and other install schedules – complete 8/3
- ✓ Training surveys and schedules – surveys complete 7/21, tentative schedules complete 7/26 (training locations being finalized)

05/09 – 10/25 Phase 4 – Software Modification and Testing

- ✓ Finalize Implementation Plans – pilot counties CLIPs complete 7/29; remaining counties CLIPs complete 8/3
- Conduct User Acceptance Training and Testing (8/15 – 9/23)
- Customize application – in progress

08/18 – 11/07 Phase 5 – Pilot Implementation

- Host install of Hardware and Software
- Conduct final data conversion
- Train pilot users
- Validate, correct and eliminate duplicates to converted SVRS data

**All Counties Live
by 12/19/2005**

11/08 – 12/19 Phase 6 – Staged Rollout & Deployment

- Host install of Hardware and Software
- Conduct final data conversion
- Train users
- Validate, correct and eliminate duplicates to converted SVRS data

3/14 – 12/19 Phase 7 – Conversion and Interfaces

- ✓ Identify data needs
- Test, populate, validate, cleanse and refine data – in progress

10/11 Warranty

10/26 – 2/01 Phase 8 – Project Wrap-up and Transition to Maintenance & Support

- Accept Technical Documentation
- Complete Operational Transition to new SVRS

**01/01 Maintenance & Support
(through 2007)**